

29 APR 1985

Mr. William F. Madison
Regional Administrator
General Services Administration
National Capital Region
Washington, D.C. 20407

DD/A REGISTRY
FILE: 45-7

Dear Mr. Madison:

In response to your letter of March 25, 1985, on recent GSA initiatives associated with the Federal Ridesharing Program, please be advised that the Central Intelligence Agency policy is to actively and aggressively promote each objective of the Federal Program through internal promotional activities centrally managed by our Office of Personnel. As you are aware, the Agency has undertaken a major construction program which will consolidate on the Langley campus our many activities now resident throughout the Metropolitan area. This consolidation of our decentralized facilities to the central Langley campus will dictate continued oversight and aggressive pursuit by senior Agency management of our ridesharing initiatives. We are, however, limited in our participation with external organizations due to demanding security restrictions which limit access to our facilities and grounds to individuals cleared for facility access. Therefore, our program must remain an internal plan designed to meet the specific objectives of the Federal Program, but restricted in participation to CIA employees. Nevertheless, I hereby designate [redacted] as the Agency liaison officer for this program. [redacted] may be reached on [redacted]

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Sincerely,

/s/ Harry E. Fitzwater

Harry E. Fitzwater
Deputy Director
for
Administration

cc: GSA/PBS

OL-10068-85

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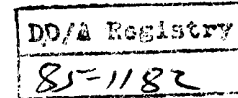
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General Services Administration
National Capital Region
Washington, DC 20407



MAR 28 1985



Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

DD/A REGISTRY
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REFERENCE

Dear Mr. Fitzwater:

The Federal Facility Ridesharing Program was established on February 1, 1980, by Executive Order 12191. The order assigned primary responsibility for program development and implementation to the General Services Administration (GSA) in consultation with the Department of Transportation. The objectives of the program are to conserve fuel, reduce traffic congestion, improve air quality, provide an economical way for employees to commute to and from work and reduce the need for parking at Federal facilities. The primary role of Executive Branch agencies is to actively promote ridesharing at each federally owned or operated facility.

The Federal Property Management Regulations (FPMR) established policy and prescribed procedures for the implementation of the Ridesharing Program. The latest FPMR Subpart 101-6.3, entitled Ridesharing, revises Federal Facility Ridesharing policy, includes the requirement to designate Federal facility Employee Transportation Coordinators (ETC) and describes reporting procedures (attachment #1).

Since Federal sector employment is such a large portion of the Washington Metropolitan Area, I have instructed my Regional Ridesharing coordinator to work closely with the Metropolitan Washington Council of Governments (COG) to assure that the resources involved in the promotion of regional ridesharing programs are efficiently utilized and made available to all Federal agencies interested in technical assistance and promotional materials.

COG has asked for our assistance to promote ridesharing in the Washington Metropolitan Area. In order to assure continued cooperation, I am requesting that each Executive Branch agency designate an Employee Transportation Coordinator (ETC) for each Federal facility it occupies with 100 or more full-time employees on one shift. This request is in accordance with the attached FPMR 101-6.302.

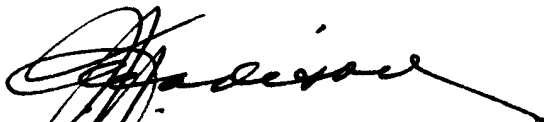
A Regional list of all agency ETCs will be compiled by my staff and distributed to all ETCs and local ridesharing agencies which are working with COG to achieve better utilization of transportation resources. In order to provide a unified Federal approach to the ridesharing program, I have requested my ridesharing staff to arrange for a region-wide meeting of all designated ETCs to permit them to meet representatives from COG and the local jurisdictions to discuss the coordination of ridesharing efforts and learn about the resources available in the area.

Mr. Michael Ziskind is the GSA Regional Ridesharing Coordinator for the Executive Branch in the National Capital Region. Mr. Ziskind may be reached on (202) 472-4492 for additional information you may require on the ridesharing program. At present, we are printing an ample supply of ridesharing application forms which will be sent to ETCs for their use in promoting ridesharing to your employees (attachment #2).

In order to assure that your agency is in compliance with FPMR 101-6.3, I am requesting that your staff complete the attached form which designates ETCs for your facilities and return it not later than April 25, 1985 (attachment #3).

Thank you, in advance, for your assistance.

Sincerely,



WILLIAM F. MADISON
Regional Administrator

Enclosures

*Thanks Harry
Bill*